Norwich International School
Bangkok

Guidebook for Admission

Individuality Excellence Mindfulness

Academic Year 2021-2022

Dear Parent or Guardian,

Thank you for showing an interest in Norwich International School, Bangkok. At Norwich we offer a British curriculum experience, coupled with traditional Thai values.

We are the leading school in the South-West of Bangkok and Samut Sakhon province, providing an exceptional education to children from the age of 2. We currently educate students up to Year 11 in Secondary and will open an additional year group every year until Year 13.

Whilst focused on developing the most comprehensive of facilities, our goal will always be to foster in our students the wish to be tolerant, content and responsible members of society. We hope that our students learn the importance of humility, having principles, caring for others and of balance in life; that they are open-minded and knowledgeable communicators; that they inquire, think and reflect on their learning and are prepared to take responsible risks. We achieve this using the key areas of focus based on our Core Values:

Mindfulness Individuality Excellence

We offer a curriculum using the British system as a framework up to Year 11, but with a deliberate and enriching international bias, we have a special value for provision of Mandarin in our curriculum and it is a compulsory subject for all students from Nursery. Our Year 11 students enter for up to eight IGCSEs with Cambridge Assessment International Education (CAIE). It is our intention that students in Years 12 and 13 undertake the challenge of the International Baccalaureate Diploma Programme, permitting access to universities worldwide.

Friends of Norwich consists of members of our community who help to support the children by donating time and energy to activities and projects. Regular Friends of Norwich Coffee Mornings are held on topical issues and other events are publicised ahead of time through the school communication channels. New parents are most welcome to join the team!

Whether you are a permanent resident in the area, or a new arrival, I hope that you feel Norwich International School, Bangkok is a place where we can help your child grow into a capable, confident and responsible member of society.

Kind regards,

Dr Stuart Tasker

PhD (Ed), PGDipEd (Math Ed), PGCertEd (Ed Admin), PGDipTchg, BSc

CEO / Head of School

ปีการศึกษา 2021-2022

เรียน ท่านผู้ปกครอง

ทางโรงเรียนขอขอบคุณที่ท่านให้ความสนใจในโรงเรียนนานาชาตินอริชกรุงเทพฯ ที่โรงเรียนเราได้นำเสนอหลักสูตรการศึกษาจากประเทศอังกฤษพร้อมด้วยประสบการณ์ที่ควบคู่ไปกับค่านิยมในแบบของไทย

โรงเรียนนานาชาตินอริชเป็นโรงเรียนชั้นนำในเขตตะวันตกเฉียงใต้ของกรุงเทพมหานครและจังหวัดสมุทรสาคร เราได้จัดเตรียมการศึกษาที่ยอดเยี่ยมเพื่อเด็กอายุตั้งแต่ 2 ปีขึ้นไป ปัจจุบันเรามีนักเรียนถึงระดับชั้น Year 11 และจะเปิดระดับชั้นเรียนเพิ่มขึ้นทุกปีจนถึง Year 13

ในขณะที่เรามุ่งเน้นในการพัฒนาสิ่งอำนวยความสะดวกที่ครอบคลุมให้มากที่สุด เป้าหมายของเราคือการส่งเสริมและปรารถนาให้นักเรียนของเราเป็นผู้มีความอดทน, มีความสุข, และเป็นผู้มีความรับผิดชอบต่อสังคม เราหวังว่านักเรียนของเราได้เรียนรู้ถึงความสำคัญของความอ่อนน้อมถ่อมตน, มีคุณธรรม, การใส่ใจผู้อื่น, และมีความสมดุลในการใช้ชีวิต ซึ่งจะทำให้พวกเขาเป็นผู้สามารถสื่อสารที่มีความรู้ความเข้าใจและเปิดรับสิ่งใหม่ๆอยู่เสมอ อีกทั้งพวกเขาสามารถ คิด เกิดการตั้งคำถาม และวิเคราะห์การเรียนรู้ของตนเอง และเตรียมพร้อมที่จะรับความเสี่ยงที่อาจพบเจอได้ในอนาคต ดังนั้นเราสามารถบรรลุเป้าหมายที่กล่าวมาข้างต้นโดยใช้คติพจน์ที่มุ่งเน้นตามค่านิยมหลักของโรงเรียนคือ :

มีสติปัญญา มีความโดดเด่นในตน มีความเป็นเลิศ

เราใช้หลักสูตรอังกฤษในการทำการเรียนการสอนจนถึงระดับชั้น Year 11 และมีความตั้งใจที่จะเพิ่มคุณค่าความเป็นสากลให้มากยิ่งขึ้น เราจึงได้เพิ่มภาษาจีนกลางเข้ามาในหลักสูตรของเรา และจัดเป็นวิชาบังคับสำหรับนักเรียนทุกคน ตั้งแต่ระดับชั้น Nursery ขึ้นไปอีกด้วย ในส่วนของนักเรียนในระดับชั้น Year 11 จะมีการเรียน IGCSE สูงสุดแปดวิชาพร้อมกับการสอบ Cambridge Assessment International Education (CAIE) และทางโรงเรียนมีความตั้งใจที่จะให้นักเรียนในระดับชั้น Year 12 และ Year 13 ได้เรียนรู้ความท้าทายในการเรียนหลักสูตร International Baccalaureate Diploma (IB) ซึ่งหลักสูตรนี้ได้รับการรับรองเพื่อสามารถเข้าศึกษาต่อในมหาวิทยาลัยชั้นนำหลากหลายทั่วโลก

Friends of Norwich ประกอบด้วยสมาชิกในครอบครัวของเราที่จะช่วยสนับสนุนเด็กๆ โดยการที่พวกท่านสละเวลาและแรงกายให้กับกิจกรรมและโครงการต่างๆของทางโรงเรียน สำหรับกิจกรรม Friends of Norwich Coffee Mornings จะจัดขึ้นเป็นประจำ และจะมีหัวข้อเฉพาะในแต่ละกิจกรรม ทางโรงเรียนจะแจ้งกำหนดการล่วงหน้าผ่านช่องทางการสื่อสารของโรงเรียน และแน่นอนที่สุดเรายินดีเป็นอย่างยิ่งที่ได้ต้อนรับท่านผู้ปกครองใหม่เข้าร่วมมาเป็นครอบครัวเดียวกันกับเราครับ!

ดังนั้นสำหรับทุกครอบครัวไม่ว่าท่านจะอยู่ใกล้หรือไกล ที่ได้รู้จักกันอยู่แล้วหรือได้ทำความรู้จักกันใหม่ ผมหวังว่าโรงเรียนนานาชาตินอริชกรุงเทพฯ จะเป็นสถานที่ที่จะสามารถช่วยให้บุตรหลานของท่านเติบโตเป็นคนที่มีความสามารถ มั่นใจ และมีความรับผิดชอบต่อสังคมครับ

ขอแสดงความนับถือ

ดร.สจ๊วจ แทสเกอร์

PhD (Ed), PGDipEd (Math Ed), PGCertEd (Ed Admin), PGDipTchg, BSc

ประธานกรรมการบริหาร / คุณครูใหญ่

Norwich International School
Bangkok

Individuality Excellence Mindfulness

Admission Process

After meeting with our Admissions team, or maybe even one of our teachers, and having had a tour of the school. We hope that having also studied the information provided that you will want to enroll your child. Please follow the guidelines below when applying for your child to join Norwich International School, Bangkok.

Application

Application forms are available at the Main Office or online at www.norwichschool.ac.th. After completing the *Application Form* and the associated *Admission Checklist*, which details which other documents and items are needed, please submit to the school by email or in person. An appointment will be made for you for a tour of the school, an interview with key members of staff and also an assessment if applicable.

Testing

Admission requires a preliminary interview with the parents by a member of our Admissions team and also with the Head of Early Years, Head of Primary or Head of Secondary.

For entry to Year 1 and above, testing in English and Mathematics is required, this testing enables the school to obtain information on student strengths and potential areas for development. As it is diagnostic testing, the results are not shared with parents. Although some information gleaned from the testing may be discussed with parents is deemed necessary. For students seeking entry into Primary and Secondary (Year 1 and above) who do not have English as a first language, the English testing will determine the English Language Support (ELS) needs. Furthermore, Special Educational Needs (SEN) may also need to be tested or identified.

Confirmation

Confirmation of enrolment is when we receive a reply to the acceptance email, which is sent to parents with copies of the signed *Confirmation of Admission* and *Agreement of Enrolment Form*. This reply from you means that we ensure we have the correct primary email address for correspondence. The acceptance email also details the start date for your child, which House they are in and provides contact details for the Homeroom teacher and either the Head of Early Years, Head of Primary or Head of Secondary.

Details will be provided from the Admissions team on how to settle your school Account, how to purchase school uniform and other necessities. You are now ready to join the Norwich International School, Bangkok community.

Transport

Our school provides safe modern vehicles with trained drivers to transport your children to and from school. Each bus is manned by a driver and a bus monitor to oversee safety standards at all times and to assist the children on and off the bus. All buses are fitted with seat belts and mobile phones. Speed limits are strictly followed and routes planned carefully to make sure the trips are as short and safe as possible. Contact the Main Office to reserve your place on our school bus service.

NORWICH
INTERNATIONAL SCHOOL
BANGKOK

APPLICATION FORM

Application and Registration Form

Please complete in block capitals. When completed, please return to the Admissions office together with the non-refundable application fee 5,000 THB.

Date of application

Student's details

First name and preferred name (if applicable):
Date of birth:
Last name:
Nationality:
Gender:
Religion:
Proposed term and year of entry:
Year group in current school:

Father's details

Full name:
Date of birth:
Address:
Nationality:
Occupation:
Religion:
Telephone:
Email:

Mother's details

Full name:
Date of birth:
Address:
Nationality:
Occupation:
Religion:
Telephone:
Email:

The following documents should be included with this application

For Thai Student :

- ☐ Three ID (1") student photos (taken within the last 6 months)
- ☐ One ID (1") parent photo (taken within the last 6 months)
- ☐ Father 's photo 1" ☐ Mother 's photo 1" ☐ Third person 1"
- ☐ Copy of birth certificate
- ☐ Copy of house registration's student
- ☐ Copy of house registration's mother & father
- ☐ Copy of ID card's father & mother
- ☐ Copy of medical report
- ☐ Copy of previous report card (except nursery class)

For non-Thai Student :

- ☐ Three ID (1") student photos (taken within the last 6 months)
- ☐ One ID (1") parent photo (taken within the last 6 months)
- ☐ Last school report (where applicable)
- ☐ Application Processing Fee
- ☐ Copy of student's passport
- ☐ Copy of parent's passport and visa
- ☐ Copy of parent's work permit

233/131 NUSASIRI Villages Rama 2 Road, Moo 1, Bang Nam Chuet, Muang, Samut Sakhon 74000
Tel. 02-4511100-1 Fax.02-4511102 Email: info@norwichschool.ac.th www.norwichschool.ac.th
Facebook : https://www.facebook.com/norwichinternationalschool

Name of person/company paying the school fees : _____

Previous school with dates of attendance _____

What is your child's first language ? _____

How would you describe your child's knowledge and use of English ? Please use one of these

words : Excellent / Good / Poor

Speaking: _____ Writing: _____ Reading: _____ Listening: _____

Are there any family circumstances of which we should be aware?

(e.g. deceased/divorced/Separated parents/ adopted/ other). If yes Details _____

Please give brief details of any developmental problems, medical conditions and/or allergies and complete

the Medical Information Form: _____

Has your child had any problems at his/her previous school? (Yes/No)

If yes Details _____

Are you aware of any Special Educational Needs your child may have? (Yes/No)

If yes Details _____

Special skills or talents, Including hobbies, music and sports : _____

Can your son/daughter swim? (Yes/No) _____

I/We wish our child/ward to be admitted as a pupil at Norwich International school.

I/We confirm that all the information provided in this application form is true and correct.

I/We have read the Conditions of Admission overleaf and agree to be wholly bound by them.

I/we have complete a medical form.

Signature ....

Father Mother

For school office use only

Application fee paid: Receipt No. .....

Official start date: / / **Rejected date:** / /

Student's ID No. ..... **Year** .....

Offer Details = Place Offered / Conditional Offer / Rejected

233/131 NUSASIRI Villages Rama 2 Road, Moo 1, Bang Nam Chuet, Muang, Samut Sakhon 74000
Tel. 02-4511100-1 Fax.02-4511102 Email: info@norwichschool.ac.th www.norwichschool.ac.th
Facebook : https://www.facebook.com/norwichinternationalschool

Norwich International School

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Agreement of Enrolment Form

By signing this agreement of enrolment form I understand and accept the following:

- Entrance testing is confidential and diagnostic in nature, as such results are not shared with the student or parents.
- That I will support my child in adhering to the agreed *Student Code of Conduct, Student Acceptable use of ICT Agreement* and *Transportation Behaviour Rules Agreement* (if your child travels on school transportation). Furthermore, that I will support the school with any sanction or behaviour modification measures deemed necessary to assist my child in reaching and maintaining high standards of good behaviour.
- Medicine will only be administered by the school Nurse, and only with direct parental consent.
- Should the school determine that my child would benefit from English Language Support (ELS), that he or she will receive it and I will pay the necessary costs as outlined in the annual *English Language Support (ELS) Provision* document.
- Should the school determine that my child would benefit from Special Educational Needs (SEN) support, that he or she will receive it and we will pay the necessary costs as outlined in the annual *Special Educational Needs (SEN) Provision* document.
- That non-named images of my child may be used for general purposes – such as on social media posts and in general displays or advertising.
- That on dedicated Norwich Homeroom, specialist subject, activity or club blogs, images of my child with the first name (or nickname) only may be used.
- That my child can partake in any trips or excursions taking place during normal school hours and will travel on the transport provided, which will be to the standards set out in the Norwich *Transportation Procedure*.
- If my child usually takes lunch/food to school and it is forgotten, that the school will provide lunch (and snacks) at a cost of 200 baht per day, which is to be reimbursed as soon as possible to my child's Homeroom teacher.
- That payment of any invoice for fees or other charges will be made by the due date. I will pay any overdue payment penalty as outlined in the *Student Admission Policy*.
- Staff are on duty from 7.30am each morning, as such children should not arrive at school any earlier as they will be unsupervised.
- Staff are in duty until 3.30pm (or 4.30pm if After School Activities (ASAs) are in operation), as such children should be picked up by this time. Children still on campus will be taken to the Early Years Office or Main Office.
- That Accident Insurance coverage is provided for immediate attention to injuries reported to the school Nurse within 24 hours. All costs above the immediate attention are to be borne by the parents.

I have read this *Agreement of Enrolment Form* and agree to the terms and conditions therein.

Signed (by the Parent): _____ __ / __ / ____

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Admission Checklist

Child's Name _____ **Entry into which Year** _____

What we require to complete admission (เอกสารสำหรับการสมัครเรียน).

- ☐ An official copy of the previous two year's school reports (for entry to Year 1 or above).
  ใบรายงานผลการเรียนย้อนหลังจากโรงเรียนเดิม 2 ปีการศึกษา
- ☐ A photocopy of the birth certificate, passport (non-Thai) and student visa (if applicable).
  สำเนาสูติบัตร หรือ สำเนาพาสปอร์ตและวีซ่า (ในกรณีเป็นนักเรียนต่างชาติ)
- ☐ Three recent colour passport-size photographs.
  รูปถ่ายนักเรียน ขนาด 1.5 นิ้ว จำนวน 3 ใบ
- ☐ One recent colour passport-size photograph of each parent.
  รูปถ่ายผู้ปกครอง ขนาด 1.5 นิ้ว จำนวน 1 ใบ
- ☐ A photocopy of the parents' passports (for non-Thai).
  สำเนาพาสปอร์ตของผู้ปกครอง(ในกรณีเป็นชาวต่างชาติ)
- ☐ A photocopy of the parents' ID cards and house registrations (for Thai).
  สำเนาบัตรประชาชนและสำเนาทะเบียนบ้านของผู้ปกครอง
- ☐ A photocopy of the student's house registration
  สำเนาทะเบียนบ้านของนักเรียน
- ☐ A photocopy of medical report (immunization record)
  สำเนาสมุดรายงานผลประวัติการฉีดวัคซีน

How did you find out about us?

From a friend, relative or colleague? _____

Internet? If so, how? _____

Newspaper/Magazine? If so, which one? _____

Recommendation from someone? _____

Other? Please explain _____

_____

Is there any way in which you may be able to help the school?

Financial donations to events? – (Chinese New Year, International Day, Sports Day, Drama events etc.)

_____

Donations of products/prizes for events? – (Sports events, Christmas raffles, fund raising etc.)

_____

Are you able to assist students directly? - (visiting the school and giving presentations, allowing students to visit your workplace, helping as a volunteer in school, coaching sports teams etc.)

_____

NORWICH
INTERNATIONAL SCHOOL
BANGKOK

School Fees for Academic Year 2021-2022

*All Fees are in Thai Baht

Enrolment Fee	First Child	150,000	(one-time, non-refundable)
	Second Child	100,000	(one-time, non-refundable)
	Subsequent Children	75,000	(one-time, non-refundable)
Refundable Deposit	One-Off Payment	30,000	(Fully refundable)

	Nursery to Reception เตรียมอนุบาล - อนุบาล 2		Year 1 to 3 อนุบาล 3 - ประถม ฯ 2		Year 4 to 6 ประถม ฯ 3 - 5		Year 7 to 9 ประถม ฯ 6 - มัธยม ฯ 2		Year 10 and 11 มัธยม ฯ 3 - มัธยม ฯ 4		Year 12 and 13 มัธยม ฯ 5 - มัธยม ฯ 6	
	per term	per year	per term	per year	per term	per year	per term	per year	per term	per year	per term - 2 terms only	per year
Application / Testing Fee		3,000		5,000		5,000		6,000		6,000		6,000
Tuition Fee	136,500	409,500	159,600	478,800	166,000	498,000	174,000	522,000	182,000	546,000	286,500	573,000
Lunch and Snacks	10,200	30,600	10,200	30,600	10,200	30,600	10,200	30,600	10,200	30,600	10,200	30,600
Field Trip		2,000		2,000		2,000		2,000		2,000		2,000
Total School Fees	**146,700**	**442,100**	**169,800**	**511,400**	**176,200**	**530,600**	**184,200**	**554,600**	**192,200**	**578,600**	**296,700**	**605,600**

Other Fees

Transportation Fee (per term) Roundtrip 26,000 or 13,000 for one-way (Rama 2 Route)

Roundtrip 36,000 or 18,000 for one-way (Rama 3 Route)

English Language Support (ELS)

Level 1: English Learning Support (per term, if required) 14,000 per Term

Level 2: English Learning Support (per term, if required) 8,500 per Term

As per to the English Language Support Provisioin Document

Special Educational Needs (SEN)

As per the Special Educational Needs Provision document

International Schools' Assessment (ISA) Testing Fees

Year 4 to 10 1,500/Year (Mathematics, Reading, Writing x 2 and Science)

Cambridge Assessment International Education (CAIE) Checkpoint Fees

Year 9 3,500/Year (English, Mathematics, Science and Global Perspectives): Checkpoint

Year 11 5,600 per subject Examination Entry Fee: IGCSE

International Baccalaureate Diploma Programme Fees

Year 13 5,600 per subject Examination Entry Fee

Discount

Second Child 10% discount on Tuition Fee

Subsequent Child 15% discount on Tuition Fee

A 5% discount on the Tuition fee is applied for a full year (or more) payment at the start of the academic year, if paid by the advertised deadline.

Method of Payment

1. In Cash

2. By Credit Card (free of charge for a first payment, 2% charge for next and subsequent payments.

3. By Bank Transfer, please include bank transfer charges.

Norwich Bangkok Co, Ltd / Kasikorn Bank (Si Yaek Saphan Krungthep branch) Saving Account: No. 066-2-65773-5

If payment by transfer, kindly send a copy of the transfer slip to our Accounts clearly stating the name of the student.

Note

1. In the event of a COVID-19 enforced closure of the school of more than 5 school days by the Minstry of Education, parents in Nursery and Kindergarten will be charged only 25% of the daily rate for the days of enforced closure and Home Learning. The residual 75% of the daily rate for each day and a pro rata rate for Lunch and Snacks are provided as a credit note only. There is no refund. The school will consider adding compensation days to the academic calendar, if deemed appropriatre and practical.

2. Where a Nursery or Kindergarten parent requests to drop a term, with notice prior to the end of the previous term, the place of the child can be held at a fee of 5% of the approprite Tutition Fee, which is payable in advance and is non-refundable. This arrangement can be extended to a 2nd term at a fee of 5% of the appropriate Tuition fee and is non-refundable. For instances where a parent may wish to drop more than 2 terms, full re-enrolment is necessary, which would include payment of the Enrolment, Application and Testing Fees.

Edit 2

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Age Chart 2021-2022

Age	NIS		Birth Date		Equivalent Titles in Other School Systems			
	Stage	Class Placement			United Kingdom	USA & Canada	Australia (Jan-Dec)	Thailand
2+		Nursery	1 Sep 18 - 31 Aug 19	1 ก.ย. 61 - 31 ส.ค. 62		Pre-School		เตรียมอนุบาล
3+		Kindergarten	1 Sep 17 - 31 Aug 18	1 ก.ย. 60 - 31 ส.ค. 61	Nursery	Kindergarten 1	Pre-School	อนุบาล 1
4+		Reception	1 Sep 16 - 31 Aug 17	1 ก.ย. 59 - 31 ส.ค. 60	Reception	Kindergarten 2	Pre-School	อนุบาล 2
5+		Year 1	1 Sep 15 - 31 Aug 16	1 ก.ย. 58 - 31 ส.ค. 59	Year 1	Kindergarten 3	Kindergarten	อนุบาล 3
6+	Primary	Year 2	1 Sep 14 - 31 Aug 15	1 ก.ย. 57 - 31 ส.ค. 58	Year 2	Grade 1	Year 1	Pratom 1
7+		Year 3	1 Sep 13 - 31 Aug 14	1 ก.ย. 56 - 31 ส.ค. 57	Year 3	Grade 2	Year 2	Pratom 2
8+		Year 4	1 Sep 12 - 31 Aug 13	1 ก.ย. 55 - 31 ส.ค. 56	Year 4	Grade 3	Year 3	Pratom 3
9+		Year 5	1 Sep 11 - 31 Aug 12	1 ก.ย. 54 - 31 ส.ค. 55	Year 5	Grade 4	Year 4	Pratom 4
10+		Year 6	1 Sep 10 - 31 Aug 11	1 ก.ย. 53 - 31 ส.ค. 54	Year 6	Grade 5	Year 5	Pratom 5
11+	Secondary	Year 7	1 Sep 09 - 31 Aug 10	1 ก.ย. 52 - 31 ส.ค. 53	Year 7	Grade 6	Year 6	Pratom 6
12+		Year 8	1 Sep 08 - 31 Aug 09	1 ก.ย. 51 - 31 ส.ค. 52	Year 8	Grade 7	Year 7	Mattayom 1
13+		Year 9	1 Sep 07 - 31 Aug 08	1 ก.ย. 50 - 31 ส.ค. 51	Year 9	Grade 8	Year 8	Mattayom 2
14+		Year 10	1 Sep 06 - 31 Aug 07	1 ก.ย. 49 - 31 ส.ค. 50	Year 10	Grade 9	Year 9	Mattayom 3
15+		Year 11	1 Sep 05 - 31 Aug 06	1 ก.ย. 48 - 31 ส.ค. 49	Year 11	Grade 10	Year 10	Mattayom 4

Note :

Due to the continued growth of the school, for the academic year 2022 – 2023 Norwich will be accepting enrolments into Year 12 for the first time.

NORWICH
INTERNATIONAL SCHOOL
BANGKOK

Academic Calendar 2021-2022

	MON	TUE	WED	THU	FRI	SAT	SUN	IMPORTANT DATES
AUGUST							1	**4th:** School office opens
2021	2	3	4	5	6	7	8	**5th to 6th:** New staff orientation
	9	10	11	12	**13**	14	15	**9th to 11th:** Staff only days
	16	17	18	19	20	21	22	**12th:** H.M. Queen Sirikit's Birthday (Mother's Day)
	23	24	25	26	27	28	29	**13th:** Family Orientation Day
	30	31						**16th:** First day of Term 1
								18th: ASA Fair for external providers
								30th to 3rd Sep: First Week of Term 1 ASAs and Playdate
SEPTEMBER			1	2	3	4	5	**20th:** Secondary Parent Teacher Conferences
	6	7	8	9	10	11	12	
	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30				
OCTOBER					1	2	3	**13th:** King Rama IX Memorial Day
	4	5	6	7	8	9	10	**14th to 22nd:** Half-term break
	11	12	13	14	15	16	17	**23rd:** Chulalongkorn Day
	18	19	20	21	22	23	24	**25th:** Compensation for Chulalongkorn Day
	25	26	27	28	29	30	31	**29th:** Halloween Celebration
NOVEMBER	1	2	3	4	5	6	7	**19th:** Loy Krathong Day and Celebration
	8	9	10	11	12	13	14	**22nd to 25th:** Year 7 to 10 Mid Year Examinations
	15	16	17	18	19	20	21	**29th to 3rd Dec:** Primary Assessment Week & Final Week of Term 1 ASAs and Playdate
	22	23	24	25	26	27	28	
	29	30						
DECEMBER			1	2	3	4	5	**3rd:** Term 1 Reports issued and Father's Day Celebrations
	6	7	8	9	**10**	11	12	**5th:** H.M. King Rama IX's Birthday (Father's Day)
	13	14	15	16	17	18	19	**6th:** Compensation for HM King Rama IX's Birthday (Father's Day)
	20	21	22	23	24	25	26	**7th to 9th:** Make-up for Term 1 ASAs
	27	28	29	30	31			**7th:** Early Years and Primary Parent Teacher Conferences
								10th: Constitution Day, Christmas Fair and Last day of Term 1 (12.00pm finish)
JANUARY						1	2	**3rd:** Staff only day
2022	3	**4**	5	6	7	8	9	**4th:** First day of Term 2
	10	11	12	13	14	15	16	**10th to 14th:** First Week of Term 2 ASAs and Playdate
	17	18	19	20	21	22	23	**28th:** Chinese New Year Celebrations
	24	25	26	27	28	29	30	
	31							
FEBRUARY		1	2	3	4	5	6	**1st:** Chinese New Year
	7	8	9	10	11	12	13	**2nd to 11th:** Year 11 Mock Examinations
	14	15	16	17	18	19	20	**11th:** Mindfulness Focus Day
	21	22	23	24	25	26	27	**14th to 18th:** Half-term break
	28							**16th:** Makha Bucha Day
								28th to 4th Mar: Book Week
MARCH		1	2	3	4	5	6	**14th:** Mathematics Day
	7	8	9	10	11	12	13	**16th and 17th:** Primary Production
	14	15	16	17	18	19	20	**21st to 25th:** Primary Assessment Week & Final Week of Term 2 ASAs and Playdate
	21	22	23	24	25	26	27	**25th:** Term 2 Reports issued (Year 7 to 10 only)
	28	29	30	31				**28th to 31st:** Make-up Week for Term 2 ASAs
								28th: Early Years and Primary Student-Led Parent Teacher Conferences
APRIL					**1**	2	3	**1st:** Songkran Celebrations, last day for Year 11 and last day of Term 2 (12.00pm finish)
	4	5	6	7	8	9	10	**4th to 15th:** End of Term 2 break
	11	12	13	14	15	16	17	**6th:** Chakri Day (taken on 7th)
	18	19	20	21	22	23	24	**8th:** Visakha Bucha Day
	25	26	27	28	29	30		**13th to 15th:** Songkran Festival
								18th: First day of Term 3
								22nd: Earth Day
								25th: IGCSE Examinations begin
								25th to 29th: First Week of Term 3 ASAs and Playdate
MAY							1	**1st:** National Labour Day
	2	3	4	5	6	7	8	**2nd:** Compensation for National Labour Day (taken on 6th)
	9	10	11	12	13	14	15	**5th:** Coronation Day of H.M. The King
	16	17	18	18	20	21	22	**11th:** Science Fair and Royal Ploughing Ceremony Day
	23	24	25	26	27	28	29	**20th:** International Day
	30	31						**30th to 2nd Jun:** Secondary End of Year Examinations
JUNE			1	2	3	4	5	**1st:** Transition Day
	6	7	8	9	10	11	12	**3rd:** H.M. Queen Suthida Birthday
	13	14	15	16	17	18	19	**6th to 10th:** Primary Assessment Week
	20	21	22	23	**24**	25	26	**9th:** MAD Extravaganza
	27	28	29	30				**13th to 17th:** Final Week of Term 3 ASAs and Playdate
								17th: Term 3 Reports issued
								20th to 23rd: Make-up for Term 3 ASAs
								20th: Parent Teacher Conferences
								24th: Sports Day and Last day of Term 3 (12.00pm finish)
								27th: First day of Summer School
JULY					1	2	3	**13th:** Asahna Bucha Day
	4	5	6	7	8	9	10	**15th:** Last day of Summer School
	11	12	13	14	15	16	17	**28th:** H.M. King Maha Vajiralongkorn's Birthday
	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

School closed
School Event
Summer School

School Day for teachers and staff **(no students)**
Office open, school closed

First or last day of a Term

EDIT 1

Norwich International School

Bangkok

Individuality Excellence Mindfulness

Student Health Information Questionnaire

หมายเหตุ:
หากท่านต้องการแบบสอบถามเป็นภาษาไทย
กรุณาส่งคืนแบบสอบถามนี้ให้กับครูประจำชั้น
ทางโรงเรียนฯจะส่งแบบสอบถามฉบับภาษาไทยให้

To help us to confirm and/or update our records, please complete this form and return it to the Homeroom teacher.

First name: _____ Nickname: _____

Last name:_____ Date of Birth: __ / __ / __

Male or Female: _____ Nationality (Passport):_____ Blood Group: _____

Father's name: _____ Nationality (Passport):_____

Email address: _____ Mobile: _____

Mother's name: _____ Nationality (Passport):_____

Email address: _____ Mobile: _____

Guardian's name: _____ Nationality (Passport):_____

Email address: _____ Mobile: _____

1. In the case of emergency, which hospital would you prefer to take care of your child?

_____

2. Doctor's name: _____

Contact details: _____

3. Contact person in case of emergency (if parents are not contactable).

Name: _____ Relationship to student: _____

Mobile: _____ Landline: _____

4. Family History of inheritable disease? (Please Tick)

Migraine Diabetes Hemophilia Epilepsy G6pd

Thalassemia Autoimmune Disease

Others (please name): _____

5. Has there been any incidence of Febrile Convulsion? _____

6. Other conditions/accidents/operations: _____

_____

_____

7. Immunisation history (for Nursery to Year 2 children please attach a copy of your child's medical record).

No.	Type Of Vaccination	Date Of Completion	Incomplete
1.	BCG		
2.	Polio (OPV)		
3.	DTaP (Diphtheria Tetanus Pertussis)		
4.	Hepatitis B		
5.	MMR (Mump Measles Rubella)		
6.	Japanese Encephalitis		
7.	Hepatitis A		
8.	COVID-19:		
9.	Other:		

Note: Numbers 1 to 5 are basic vaccinations of Thailand

8. Please give details of any allergic problem and the required response:

_____

9. Please give details of any underlying diseases/disorder (for example congenital heart disease, epilepsy, diabetes, asthma, thalassemia, hyperventilation syndrome etc):

_____

10. Please give details of any psychiatric treatment your child is taking (for example Ritalin, Concerta, Strattera, Prozac, Zoloft, Lexapro, etc):

_____

11. Is there any other information that you need us to know related to the health and care of your child (e.g. personal medicine, food to avoid etc.):

_____

Thank you for completing this form, this information is confidential to the Nurse. If you wish to discuss any aspect of your child's health please contact the Nurse, at info@norwichschool.ac.th

School Trips for the Academic Year 2021-2022

Dear Parents,

During this academic year your child will be making at least 3 trips or excursions outside of the school (the first 'trip' for Nursery will be in a minivan, but to another area of the school!). To enable your child to participate please be aware of the information below.

- Trips will be planned in advance and you will be informed at least 5 school days before the event. If you wish to cancel your child's participation you may do so.
- For Early Years students there will be a minimum of 1 Adult to every 5 children on the trips. For Primary and Secondary students, the number of adults will be determined by the types of activity on the trip itself.
- Transportation will be with school approved transport and with seat belts.
- The annual cost of these trips is added to the invoice for Term 1.
- At least one member of the academic staff on each trip will have Emergency First Response (EFR) training.
- Trips normally take place during school hours, but on occasion may leave the school around 7.30am and return before 4.00pm.
- For Year 2 to 10 students, the annual residential camp is classified as a trip. Therefore, for these students they will have a minimum of 2 trips or excursions each academic year.

Please return this letter with the permission section below to your child's Homeroom Teacher.

Yours faithfully,

Dr. Stuart Tasker

CEO / Head of School

School Trips for the Academic Year 2021-2022

I allow my child to participate in all school trips and have read above.

Child's name: _____ Homeroom: _____

Parent's name: _____ Parent's signature: _____

Date: __ / __ / ____

Norwich International School

Bangkok

Individuality Excellence Mindfulness

Student Admission Policy

Applications are made through the Marketing and Admissions team at the school.

Applications for admission to Norwich are accepted at any time during the academic year, which typically runs from mid August to late June. Admission is open to students of all nationalities.

Application for admission at all levels requires the completion of the Application Form and payment of the appropriate Application/Testing and Enrolment fees.

Students will be placed in their correct age group, apart from in exceptional circumstances. The reasons for these exceptions would be in the best interests of the education of the child and requires approval from the CEO / Head of School.

Where doubt exists as to the reason for leaving a previous school, the Head of Early Years, Head of Primary or Head of Secondary will contact the previous school, prior to accepting the students.

Final approval for admission lies with the CEO / Head of School.

Required Documents to accompany Application Form

1. An official copy of the previous two year's school reports (for entry to Year 1 and above).
2. A photocopy of the birth certificate, passport (non-Thai) and student visa (if applicable).
3. Three recent colour passport-size photographs.
4. One recent colour passport-size photograph of each parent.
5. A photocopy of the parents' passports (for non-Thai).
6. A photocopy of the parents' ID cards and house registrations (for Thai).
7. A photocopy of the student's house registration
8. A photocopy of medical report (immunization record)

Procedures for admission to the school vary slightly according to the age of the candidate:

Nursery

Children are admitted to Nursery if they are of an age that they would automatically progress to Kindergarten the following Academic Year. That is, they have to be three years old before the next 1st of September. Admission includes a preliminary interview with the parents by the Head of Early Years.

Kindergarten and Reception

An open policy will apply. Admission includes a preliminary interview with the parents by the Head of Early Years. Children must be independent toilet users to enter Kindergarten or Reception.

Year 1 to 9

Testing in English and Mathematics is required, this testing enables the school to obtain information on student strengths and potential areas for development. As it is diagnostic testing, the results are not shared with parents. Although some information gleaned from the testing may be discussed with parents if deemed necessary.

Admission also requires a preliminary interview with the parents by a member of our Marketing and Admissions team and then with the Head of Early Years, Head of Primary or Head of Secondary.

For students seeking entry into Year 1 or above who do not have English as a first language, the English testing will determine the English Language Support (ELS) needs.

Furthermore, Special Educational Needs (SEN) may also need to be tested or identified.

Year 10 or 11 – International General Certificates in Secondary Education (IGCSEs)

All prospective entrants must have an interview with the Head of Secondary.

An English test administered by the Head of Secondary is used to determine the ELS needs where a student does not have English as a first language. The minimum standard is a pass in the Cambridge Assessment International Education (CAIE) KET examination, or equivalent.

The student must select subjects from the current options list.

Year 12 or 13 - International Baccalaureate Diploma Programme (IBDP)

All prospective entrants must have an interview with the IBDP Coordinator.

Entrance to Year 12, to begin study towards the diploma, requires a minimum of five passes at IGCSE with C grade or better, or in the case of a student entering from another system, evidence that they have reached a standard of academic achievement such that they are likely to succeed in the IB Diploma Programme.

An English test administered the Head of Secondary is used to determine the ELS needs where a student does not have English as a first language. The minimum standard is a C pass in the Cambridge Assessment International Education (CAIE) English – Second Language examination, or equivalent.

Exceptionally, entry may be considered in to Year 12 after November providing it is clearly understood that the student may have to start Year 12 again the following year if necessary.

For students unable to meet our entry requirements an alternative course involving aspects of ELS, intensive IBDP study in a reduced number of subjects to Certificate level, some IGCSE subjects or alternative study programmes may be recommended. All students who complete the requirements of their courses of study will graduate Year 13 and receive the Norwich Graduation Diploma.

The student must select subjects from our current options list.

Entrance to Year 13 is highly unusual, students must have been studying the IBDP for the whole of the previous academic year, and be adjudged to have a reasonable chance of success in either IB Certificate or Diploma examinations. The student must select subjects from our options list.

Students who have already completed 1 year of study at a comparable level to Year 12, and are adjudged to have a reasonable chance of success in IBDP examinations, will be considered on their merits.

Transfers from other International Schools

We welcome students transferring from other International Schools.

Students from other Educational Systems

We are committed to successfully integrating our students into the school community, and to help ease the transition between different educational systems.

Excluded or Potentially Disruptive Students

Where it is deemed that the applicant is unlikely to cause any harm to our current students or disruption to the existing school ethos and organisation, then our policy is that such students be given a second chance to continue their education

However, it will be made clear to the applicant and their parents, that we accept such students on a one term probationary basis, and reserves the right to demand their removal at any time should patterns of behaviour be unacceptable to us. The school may insist on a home-school agreement.

Students with Special Needs

The student will need to meet with the Head of Early Years, Head of Primary or Head of Secondary. If the school, in consultation with the parents, considers it has the capacity to contribute meaningfully to the progress of the student, and there are no disadvantages to other students, then such students will be welcomed.

Parents should be aware that the school site covers a wide area with buildings of more than one level and without elevators. Students with physical disabilities will be admitted if their disability allows them to access all learning areas of the building safely, and access the curriculum, without detriment to their or others' learning.

In some circumstances a one-to-one teaching assistant or additional special needs support may be required. This would be at parental expense.

Fees

Application/Testing Fee

This is **non-refundable**, and is payable per child. The Application/Testing Fee is payable to the school during the application process and is to be submitted with the Application Form and other required documents.

Enrolment Fee

This is **non-refundable**, and is payable per child. The Enrolment Fee is payable to the school during the application process and is to be submitted with the Application Form and other required documents.

Refundable Deposit

This is **fully refundable**, and is payable per child. When a student is leaving Norwich, deductions may be made from the Refundable Deposit to cover the cost of any not returned, lost or damaged school property – such as textbooks or library books.

Tuition Fee

This varies according to the age of the student and is payable ahead of each term by the due date of the invoice issued by the school.

Transportation

A transportation service is available, where parents must complete the *Transportation Registration Form*. The school will notify the parent once the student gets a confirmed seat.

For service cancellation, parents must complete the *Transportation Cancellation Form*, 15 days in advance.

The fee for transportation is payable ahead of each term by the due date of the invoice issued by the school.

Lunch & Snacks

A professional caterer provides a morning snack and lunch for Early Years students and lunch for Primary and Secondary students.

The fee for Lunch & Snacks is payable ahead of each term by the due date of the invoice issued by the school.

Field Trip

All students generally take at least 3 trips or excursions each academic year outside of the school, this fee covers the costs of transport and entrance. In some cases, there may be additional expenses – such as the Year 2 trip to the Build-A-Bear workshop, where the cost of the teddy bear is additional.

English Language Support (ELS)

Reference should be made to the English Language Support (ELS) Provision document.

Special Educational Needs (SEN)

Reference should be made to the Special Educational Needs (SEN) Provision document.

International Schools' Assessment (ISA) Fees

All students from Year 4 to 6 undertake annual assessments in Mathematics, Reading, Writing and Science.

Cambridge CEM Fees

The Centre for Evaluating and Monitoring in the United Kingdom offers 2 key baseline assessments for Secondary students which assist with tracking, monitoring, prediction and target setting.

Students in Year 7 undertake the Middle Years Information System (MidYIS) assessment. It is a digital adaptive baseline assessment which is curriculum independent. It assesses vocabulary, Mathematics, non-verbal ability and skills. They are designed to measure ability and aptitude for learning rather than achievement. Results can be used to give an expected level of attainment in IGCSE.

Students in Year 10 undertake Year Eleven Indicator System (Yellis) assessment. It is an adaptive baseline assessment from which helps gauge an objective perspective of students' strengths and weaknesses and see how they are likely to perform at IGCSE.

Cambridge Assessment International Education (CAIE) Fees

Year 9 – students undertake Checkpoint assessments in Mathematics, English, Science and Global Perspectives.

Year 11 (and sometimes some Year 10) – students undertake IGCSE examinations. Each subject has an individual Examination Entry Fee.

Invoices

This School receives no grant or sponsorship from any agency, hence its successful operation depends on the prompt receipt of school fees.

The payment schedule for invoices for the school year:

- Term 1, Invoices are issued before/on May 30th each year
- Term 2, Invoices are issued before/on October 31st each year
- Term 3, Invoices are issued before/on March 1st each year

Payment Due Date for invoices: 30 days from invoice date.

The invoices are billed in Thai baht and will be based on attendance during the current term, please inform the Marketing and Admissions department immediately should any changes occur.

If invoices are not received as detailed above, please contact our Marketing and Admissions team immediately.

Parents of new students are required to pay all necessary fees before their child/children are permitted to start.

Note:

If payment is not made, or no alternative arrangements have been made with our Accounts department:

- The child will not be allowed to attend school, from the day after the account is due, which also means that any Transportation service will be suspended, until the outstanding account is settled.
- The Accident Insurance coverage which the school pays for the child will lapse from the day after the account is due until the outstanding account is settled.
- The penalty fee of 150 baht per day will be charged from the day after the account is due and will be included with the payment of the outstanding account.
- Any Bursary, Discount or Scholarship will lapse from the day after the account is due and full fees will be applicable. A new invoice will be issued accordingly.

Refund Policy

- 90% of the Tuition Fee paid is refundable if withdrawal (with written notice and the return of school borrowings) is done before a term commences.
- 80% of the Tuition Fee paid is refundable if withdrawal (with written notice and the return of school borrowings) is done during the first week of a term.
- 60% of the Tuition Fee is paid refundable if withdrawal (with written notice and the return of school borrowings) is done during the second week of a term.
- NO refund is given if withdrawal is done after 2 weeks of a term.
- For cases where a student is excluded from the school, NO refund is given.
- Where the Tuition Fee was discounted as part of a promotion, NO refund is given.

Special Circumstances for Nursery and Kindergarten

In the event of a COVID-19 enforced closure of the school of more than 5 school days by the Ministry of Education, parents in Nursery and Kindergarten will be charged only 25% of the daily rate for the days of enforced closure and Home Learning. The residual 75% of the daily rate for each day and a pro rota rate for Lunch and Snacks are provided as a credit note only. There is no refund. The school will consider adding compensation days to the academic calendar, if deemed appropriate and practical.

Where a Nursery or Kindergarten parent requests to drop a term, with notice prior to the end of the previous term, the place of the child can be held at a fee of 5%of the appropriate Tuition Fee, which is payable in advance and is non-refundable. This arrangement can be extended to a second term at a fee of 5% of the appropriate Tuition fee and is non-refundable. For instances where a parent may wish to drop more than 2 terms, full re-enrolment is necessary, which would include payment of the Enrolment, Application and Testing Fees.

Discount

The discount on the Tuition Fee for a second child is 10% and for a third child, and any subsequent child/children, 15%.

A full year's Tuition Fee paid in advance entitles the parent to a 5% discount.

Note:

- Companies receiving corporate rates are not entitled to these discounts.
- The school has the right to withdraw in full any Bursary, Discount or Scholarship if full payment of due fees is not made on, or before, the due date.

Method of Payment

1. In Cash
2. By Credit Card (free of charge for a first payment, 2% charge for next and subsequent payments.
3. By Bank Transfer, please include bank transfer charges.
   - Norwich Bangkok Co, Ltd
     Kasikorn Bank (Si Yaek Saphan Krungthep branch)
     Saving Account: Account No. 066-2-65773-5

If payment by transfers, kindly sent a copy of the bank transfer slip to our Accounts department stating clearly the name of the student.

Overdue Payment

All fees are to be paid within the stipulated period in the invoice. All late payments will be subject to the penalty fee of 150 baht per day.

Norwich International School

Bangkok

Individuality Excellence Mindfulness

English Language Support (ELS) Provision

Students who need extra assistance with their English in order to be better able to access the curriculum are provided this support. A student identified as needing ELS will receive this support whilst they need it.

Primary (Year 1 to 6) and Secondary (Year 7 to 9)

Level 1 – For students new, or relatively new, to English.

Support is in the form of a minimum of 5 classes of in-class support and of 3 classes of withdrawal during other lessons. This provision will take the form of individual support or in small groups of children of similar age and/or ability.

Level 2 – For students able to have some access to Literacy.

Support is in the form of a minimum of 5 classes of in-class support. This provision will take the form of individual support or in small groups of children of similar age and/or ability.

Charges are set for a full term in advance:

Level 1 – 14,000 baht per term
Level 2 – 8,500 baht per term

For the academic year 2022-2023 and onwards students in Years 7 to 9 requiring English Language Support will receive the following provision:

KET – Cambridge Assessment International Education, Key English Test.

Support is in the form of 12 classes per week – instead of English and Global Perspectives.

PET – Cambridge Assessment International Education, Preliminary English Test.

Support is in the form of 7 classes per week – instead of English. With the 5 periods of Global Perspectives taught specifically to those students receiving ELS by a dedicated teacher.

Charges are set for a full term in advance:

KET – 24,000 baht per term
PET – 16,500 baht per term

Is ELS compulsory?

As per our **Student Admission Policy**, for students who are assessed to need it, **Yes**.

It is vital that students are proficient in English if they are to succeed at Norwich. Therefore, it is a requirement that if a student is identified as needing ELS, they receive this support until they complete the programme.

How is ELS need determined?

For students seeking entry into Year 1 or above who do not have English as a first language, an English test is administered by a member of the English Language Support (ELS) staff to determine the ELS needs.

All ELS students are assessed at the end of every term. Those who pass their assessment move to the next level. Students who successfully pass the final level will graduate from the ELS programme into mainstream English lessons.

What if there is SEN and ELS support needed?

Both of these additional provisions are extra on top of standard tuition, as such they are each charged separately.

How much does ELS support cost?

Parents are charged for ELS provision at a rate determined by the Board of Governors. The rates are included in this document, which is updated annually.

How will these additional fees be charged?

The additional fees for ELS will be labelled as Additional Tuition Fee (ELS) on invoices.

Norwich International School
Bangkok

Individuality Excellence Mindfulness

Special Educational Needs (SEN) Provision

In-class, Small Group

Support is in the form of 3 classes per week whereby the SEN teacher supports a small group of students. Assistance is with explanations and instructions together with the supporting and the monitoring of the students.

Withdrawal, Small Group

Support is in the form of 3 classes per week whereby an SEN teacher will work with a small group of students on identified strategies to better access the curriculum.

In-class, One-to-One

Support is in the form of 3 classes per week whereby the SEN teacher supports an individual. Assistance is with explanations and instructions together with supporting and monitoring.

Withdrawal, One-to-One

Support is in the form of 3 classes per week whereby the SEN teacher will work with an individual student on specific identified strategies to better access the curriculum.

Charges are set for a full term in advance:

In-class, Small Group – 3,000 baht per term
Withdrawal, Small Group – 5,500 baht per term
In-class, One-to-One – 4,800 baht per term
Withdrawal, One-to-One – 9,800 baht per term

Note: These prices are for 3 lessons per week, charges are levied at the above rates for each bundle of 3 lessons per week.

Is SEN compulsory?

As per our **Student Admission Policy**, for students who are assessed to need it, **Yes**.

It is vital that students who need extra assistance in being able to access the curriculum, manage their behaviour or receive supplemental support beyond the curriculum are provided this support if they are to succeed at Norwich. Therefore, it is a requirement that if a student is identified as needing SEN that they receive this support while they need it.

How is SEN need determined?

Teachers or parents may refer students for assessment by the SEN staff where there may be some concern over access to the curriculum or with behavioural issues.

Students may already have an existing Education Adjustment Plan (EAP), which is then reviewed by the SEN staff. (All EAPs are monitored and regularly reviewed, ongoing strategies are recommended to the teachers to better assist the students).

An EAP may be produced for a student after initial referral.

Students may already have an existing Educational Psychologist Report, which identifies specific learning issues and provides staff with recommended strategies to best support the student. An EAP would then be developed to best implement these strategies.

A student may be required to visit an Educational Psychologist in order to have a report produced.

What if there is SEN and ELS support needed?

Both of these additional provisions are extra on top of standard tuition, as such they are each charged separately.

How much does SEN support cost?

Parents are charged for SEN provision at a rate determined by the Board of Governors. The rates are included in this document, which is updated annually.

How will these additional fees be charged?

The additional fees for SEN will be labelled as Additional Tuition Fee (SEN) on invoices.

Norwich International School

Bangkok

Individuality Excellence Mindfulness

Transportation Behaviour Rules Agreement

Transportation refers to the options available for the transport of students and staff as required. This may be Norwich school buses for transportation of students to and/or from school, outsourced buses, minivans or other vehicles.

The following rules apply to all transportation:

- Students are to respect the authority of the Bus Driver and the Bus Monitor.
- School Buses will wait for only 2 minutes in the morning after the agreed pick-up time.
- School Buses will leave the school at 3.10pm (or 4.00pm following ASAs), or earlier if all of the registered students are on board.
- Students are to travel only on transportation which they are registered for.
- Normal school rules and behaviour expectations apply on all transportation.
- Only the Bus Monitor may sit in a front seat.
- Seat-belts must be worn at all times on school transportation.
- If any student is not seated with seat-belt fastened the bus will stop and wait until the student is sat down and the seat-belt is fastened. The Bus Monitor will report any incident to Khun Dia (purchase@norwichschool.ac.th), who will advise the Head of Primary or Head of Secondary as necessary.
- Students are not to disturb or distract the Bus Driver, which includes being excessively noisy.
- Eating and drinking (other than water) on is prohibited.
- Students are not to tamper with safety equipment or intentionally cause any damage.

In instances of reported breaches of the above rules the Head of Primary or Head of Secondary, or delegate, will investigate the incident(s) and apply any necessary sanction, which may include:

- a verbal warning
- Detention
- suspension from transportation service
- allocation to another bus
- cancellation of Transportation service, with no refund for Transportation fees already paid

I acknowledge and accept these rules as a condition to travelling on school transportation.

Student signature: _____ Date: __ / __ / ____

Parent/Guardian signature: _____ Date: __ / __ / __

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Transportation Registration Form

The form should be submitted at least 1 week before first possible pick-up day.

Date of request: __ / __ / __

Student : _____ Homeroom: _____

Address for pick-up and delivery-home (must be the same):

_____

_____

_____

Please draw a simple map of the pick-up / delivery-home location on the back of this page, mark this point with an 'X'.

Parent or Contact Person: _____

Mobile number: _____ Email address: _____

Requested first day of pick-up / delivery-home: __ / __ / ____

Is the request for pick-up only? Yes / No

Is the request for delivery-home only? Yes / No

Is the request for pick-up and delivery-home? Yes / No

Note:

A *Transportation Cancellation Form* must be completed to cease this service. Failure to do so will result in full fees for the term being applied. This service will cease in cases of a change of address, a *Transportation Cancellation Form* should then be completed, with a new *Transportation Registration Form* being submitted.

_____ Parent / Guardian Signature

Internal Use Only

School Bus Route: _____ School Bus Number: _____

Pick-up Time: _____ Delivery-home Time: _____ Parents advised of pick-up time Yes / No

Signed: _____ Date: __ / __ / ____

Draw a simple map of the pick-up / delivery-home location, mark this point with an 'X'.
If possible, provide GPS coordinates.

Individuality Excellence Mindfulness

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Bangkok

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